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ABSTRACT

Course content described in this pamphlet prepares students with the skills and knowledge needed as beginning typists in the world of work. Performing with both speed and accuracy, the student will develop a high level of typewriting skill in office production of business forms, envelopes, index cards, employment forms, statistical tables, and business letters. Included in the course are occupational relationships, enrollment guidelines, performance objectives, course content (equipment and supplies, activities, practical typing exercises), strategies and learning activities, evaluative instruments, student resources, and several appendixes devoted to different types of tests. (NH)

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AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

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INTERMEDIATE TYPEWRITING SKILLS

Business Education--7704.41 (New: 7764.41)

CE002675

DADE COUNTY PUBLIC SCHOOLS

DIVISION OF INSTRUCTION • 1971

ED 096464

INTERMEDIATE TYPEWRITING SKILLS

7704.41 (New: 7764.41)

Business Education

Written by Johnnye F. Diemar
And Approved by the Business Education Advisory Committee
for the

DIVISION OF INSTRUCTION
Dade County Public Schools
Miami, FL 33132
1973

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Miami, Florida 33132

Published by the Dade County School Board

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I. COURSE TITLE--INTERMEDIATE TYPEWRITING SKILLS

II. COURSE NUMBER--7704.41 (7764.41)

III. COURSE DESCRIPTION

A. Synopsis
The course provides a means for the student to develop the skills and knowledge needed for a beginning typist position in the world of work. He will develop a high level of typewriting skill in office-type production, performing with both speed and accuracy. He will learn to type business forms, envelopes, index cards, employment forms, statistical tables, and two-page business letters.

B. Textbook--One or more of the state adopted textbooks for use in the senior high school or a book provided by the school.

C. Occupational Relationships--Typists
Office Clerks
Card-Punch Operators
Receptionists
Secretaries
Stenographers

IV. COURSE ENROLLMENT GUIDELINES

A. Prior Experiences Needed
The student should have achieved the objectives of 7704.21 (Typing Business Reports, Outlines, and Manuscripts) prior to enrollment in this course.

B. Pretest
A pretest can serve two objectives: (1) It can help in identifying weaknesses or (2) it can identify any advanced skills already achieved by a student. Thus the pretest will enable the teacher to plan individualized learning experiences. If the student feels that he has mastered the objectives without taking the course, the Final Evaluation or a parallel evaluative device should be administered. Successful completion of the evaluation should indicate that the student would select a more advanced course.

V. COURSE OF STUDY PERFORMANCE OBJECTIVES

Upon successful completion of this course, the student will be able to--

1. type special business communications given in unarranged form (inter-office memorandum, telegram, telefax, business-reply message, voucher check) on forms provided, with a minimum production rate of seven net words a minute;

2. type special business forms given in unarranged form (purchase orders, bills of lading, and invoices) on forms provided, with a minimum production rate of eight words a minute;

V. COURSE OF STUDY PERFORMANCE OBJECTIVES, Continued

3. correctly place given addresses on large and small envelopes;

4. correctly arrange "airmail," "special delivery," "hold for arrival," and other special notations on envelopes;

5. use one of the methods of chain feeding envelopes;

6. correctly place and typewrite given unarranged copy on index cards;

7. demonstrate familiarity with the format and content of a personal data sheet and a letter of application by composing and typewriting a copy of each, using his own personal information;

8. correctly arrange and type from unarranged copy, columns of material either in words or numbers--under suitable columnar headings using proper tabulation techniques;

9. correctly arrange and type from unarranged copy, a one-page letter which contains material which must be typed in columns;

10. correctly arrange and type from unarranged copy, tabulated data with typewritten rulings;

11. type a mailable copy of a given letter using one of the three basic letter styles--block, modified block without paragraph indentions, and modified block with paragraph indentions--use either open or mixed punctuation at ten PRAM;

12. correctly place given special notations on letters; for example, copy and mailing notations, attention and subject lines;

13. develop and type an effective letter by using appropriate form paragraphs from a given list for a given situation;

14. correct typewritten copy by squeezing or spreading letters, erasing, or properly using commercial products currently on the market; and

15. type a five-minute timed writing (syllablic intensity of 1.4) at a minimum speed of 25 gross words a minute with five or less errors.

VI. COURSE CONTENT

A. Equipment and Supplies
   1. Basic
      a. Typing desk--adjustable in height
      b. Typewriter--manual or electric
      c. Chair--posture
      d. Textbook
      e. Paper (supplied by student)
      f. Demonstration stand with typewriter
      g. Stopwatch with 60-second sweep hand

VI. COURSE CONTENT, Continued

h. Timer with bell
i. Dictionary

2. Supplementary
a. Overhead projector and screen with appropriate acetates
b. Filmstrip projector, screen, and appropriate filmstrips
c. Pacer or analyzer

B. Pre-typing Activities
1. Work area arrangement
2. Body position

C. Business Forms
1. Interoffice memorandum--interoffice memorandum form
a. Special letterheads
b. No salutation
c. No complimentary close
d. Reference initials
e. Margins for memoranda
f. Carbon copies
2. Telegram--telegram form
a. Types of service
b. Classes of service
c. Charge
d. Sender's address; date
e. Address
f. Body of the message
g. Sender's name
h Reference initials
i. Sender's address and telephone
j. Carbon copies
3. Telefax--telefax form
a. Call letters
b. Type of service
c. Outlined border
d. Clean, dark type
e. Company charged
f. Carbon copies
4. Voucher check--voucher form
a. Drawer
b. Payee
c. Amount
d. Body of voucher
(1) Date
(2) Invoice
(3) Amount
5. Purchase order--purchase order form
a. Buyer's name
b. Seller's name
c. Order number
d. Terms
e. Shipper
f. Quantity

g. Catalog number
h. Description
i. Price
j. Car initial and number
k. Margin and tab stops
l. Carbon copies

6. Bill of lading--bill of lading form
   a. Carrier
   b. Shipper
   c. Date
   d. Consignee
   e. Routing
   f. Delivering carrier
   g. Number of packages
   h. Description
   i. Weight
7. Invoice--invoice form
   a. Addressee
   b. Window envelope
   c. "Our" order number
   d. Customer order number
   e. Buyer
   f. Shipped via
   g. Quantity column
   h. Description column
   i. Unit price column
   j. Total and/or extension column
8. Business-reply message--business-reply message form
   a. Special heading
   b. Reply to be written on same form as original message
   c. Carbon copies
   d. Signatures
   e. Folding
9. Credit memorandum--credit-memorandum form
   a. Addressee
   b. Description column
   c. Unit column
   d. Total column
   e. Authorization

D. Envelopes

1. Typing the address
   a. First letter of main address at center or five left of center
   b. Single spacing
2. Style
   a. Block style
   b. ZIP code abbreviations
   c. ZIP code placement
3. Placement of special notations
   a. Airmail
   b. Special delivery or registered mail
   c. Attention, hold for arrival, or personal

VI. COURSE CONTENT, Continued

4. Folding and inserting procedure
   a. Small
   b. Large
   c. Window (letter)
   d. Window (invoice)
5. Chain feeding envelopes
   a. Front-feed method
   b. Back-feed method

E. Index Cards--mailing list
1. Margins
2. Spacing within body of card
3. Alphabetizing index cards

F. Employment Forms
1. Letter of application
   a. Return address
   b. Content
   c. Enclosure of data sheet
2. Personal data sheet
   a. Personal information
   b. Education
   c. School activities
   d. Work experience
   e. Reference

G. Statistical Tables
1. Statistical tables within a letter
   a. Spacing after heading lines
      (1) Main Heading
      (2) Two-line main heading
      (3) Secondary heading
   b. Horizontal placement--backspace-from-center method
      (1) Preparatory steps
      (2) Centering
         (a) Centering by columnar headings
         (b) Centering by columnar entries
         (c) Centering by longest items, whether a heading or an entry
         (d) Determining and setting left margin stop
         (e) Setting tab stops
2. Typing ruled lines
3. Typing tables with grouped data and notes
   a. Grouping data
   b. Reference note
   c. Source note
   d. Leaders

H. Business Letters (review)
1. Special letter-placement points
   a. Margins and date placement
   b. Address

VI. COURSE CONTENT, Continued

c. Attention line
d. Subject line
e. Company name
f. Typewritten name and official title
g. Reference initials
h. Postscript
i. Enclosure
j. Two-page letters
(1) Vertical form of second-page heading
(2) Horizontal form of second-page heading

2. Punctuation styles
a. Open punctuation
(1) No punctuation after salutation
(2) No punctuation after complimentary close
b. Mixed punctuation
(1) Colon after salutation
(2) Comma after complimentary close

3. Block style
4. Modified block with or without paragraph indentions
a. Date indention
b. Paragraph indention
c. Signature block indention
5. Letters from form paragraphs
a. Current date
b. Inside address
c. Form paragraphs

I. Error Correction
1. Erasing technique
a. Original copy
b. Carbon copies
c. Eraser shield
d. White-out, correction tapes, etc.
2. Squeezing and spreading of letters
a. Correcting an omitted letter within a word
b. Correcting an extra letter within a word
3. Aligning and typing over words
a. Alignment scale
b. Variable line spacer
c. Checking accuracy through use of stencil position for ribbon control
d. Using window of window envelope or cellophane sheet

VII. COURSE PROCEDURES, STRATEGIES, AND SUGGESTED LEARNING ACTIVITIES

The methods used in teaching this segment of typewriting will depend on the evaluation of each individual student's need. Some of the students will be far more accurate and have far more speed than others, which demands a degree of individual instruction. Teachers could approach some new learning activities with the "tell, show and repeat" method. From that point, one can expand into audio-visual presentations,

VII. COURSE PROCEDURES, STRATEGIES, AND SUGGESTED LEARNING ACTIVITIES, Continued

drills, timed writings, practice sessions, and performance tests. Goals should be set and work should head toward these goals for each student in the class. The teacher should set proper technique patterns at the beginning of the course--desk properly arranged with needed supplies close at hand, correct posture, etc., so that there will be no wasted time during the class period.

Throughout the course there will be opportunities for additional drills on various new topics. The teacher should refer to the drills provided in the textbook that he is using as the need for these various drills arises. There should definitely be drills on capitalization, number and punctuation guides, envelope feeding, statistical typing, word division, guided writings for control, timed writings for speed, and activities such as tabulating, aligning and typing over words, erasing, centering, squeezing and spreading letters, typing columnar headings, typing main and secondary headings, second-page headings for letters, and letter parts drills. Since the purpose of this course is to prepare the student to enter a business office, the teacher must stress the skill of proofreading.

Excellent suggestions for drills will be found in course outlines for No. 7704.11 E-Z Way to Type; No. 7704.21 Business Applications of Typewriting Skills; No. 7704.31 Typing Business Reports, Outlines, and Manuscripts; and No. 7704.42 Typewriting Brush Up.

VIII. EVALUATIVE INSTRUMENTS

The pretest instrument should be the equivalent of the final test for this course, Intermediate Typewriting Skills. Unless the student's score indicates that a remedial course should be taken or that he has attained the objectives of the course and is ready to start a more advanced course, any items missed by the student should provide a starting point for instruction in this course for this student.

IX. RESOURCES FOR STUDENTS

A. Textbooks

One or more of the state adopted typewriting textbooks and/or one of the department's choosing.

Altholz, Gertrude. Modern Typewriting Practice, 3rd ed. New York: Pitman Publishing Corporation, 1962.

Ligouri, Frank E. Basic Typewriter Operations--Principles and and Problems. Cincinnati: South-Western Publishing Co., 1971.

Richardson, Nina K. Type with One Hand, 2nd ed. Cincinnati: South-Western Publishing Co., 1971.

IX. RESOURCES FOR STUDENTS, Continued

Stokes, Paul A. Today's Typing, 5th ed. Bethesda, Md.: Global Publishing Co., Inc., 1968. (paperback)

B. Drill Books, Workbooks, and Practice Sets (Refer to catalogs for current issues.)

One or more of the workbooks that are correlated with the student textbooks are available from the respective publishing companies.

Blenden, Edward G. and Nalepa, Barbara H. Quick Survey Course in Forms Typing. New York: Gregg Division of McGraw-Hill Book Co., 1968.

Bowman, Wallace B. Business Letter Typing. Cincinnati: South-Western Publishing Co., 1965.

Brendel, Leroy A., and Near, Doris. Punctuation Drills and Exercises. New York: Gregg Division of McGraw-Hill Book Co., 1970.

Brendel, Leroy A., and Near, Doris. Spelling Drills and Exercises. New York: Gregg Division of McGraw-Hill Book Co., 1964.

Brendel, Leroy A., and Leffingwell, Elsie L. English Usage Drills and Exercises. New York: Gregg Division of McGraw-Hill Book Co., 1968.

Ferguson, Margaret Ann and Nalepa, Barbara H. Basic Gregg Typing 1--Machine Controls (text-workbook). New York: Gregg Division of McGraw-Hill Book Co., 1969.

Ferguson, Margaret Ann and Nalepa, Barbara H. Basic Gregg Typing 2--Foundations of Production (text-workbook). New York: Gregg Division of McGraw-Hill Book Co., 1971

Fries, Albert C. Timed Writings about Careers. Cincinnati: South-Western Publishing Co., 1963.

Frisch, Handal. Applied Office Typewriting, 3rd ed. (text-workbook). New York: Gregg Division of McGraw-Hill Book Co., 1969.

Grubbs, Robert L. and Weaver, David H. Typing Improvement Practice, either electric or manual edition. New York: Gregg Division of McGraw-Hill Book Co., 1972. (May be used with Gregg pace-setter.)

Grubbs, Robert L. and White, James L. Sustained Timed Writings, 3rd ed. New York: Gregg Division of McGraw-Hill Book Co., 1971.

Hansen, Beatrice E. Progressive Typing Speed Practice, 3rd ed. New York: Gregg Division of McGraw-Hill Book Co., 1968.

IX. RESOURCES FOR STUDENTS, Continued

Levine, Nathan. Typing for Everyone. New York: Arco Publishing Co., Inc., 1971. (35 lessons)

Liles, Parker; Brendel, Leroy A.; and Krause, Ruthetta. Typing Mailable Letters, 2nd ed. New York: Gregg Division of McGraw-Hill Book Co., 1969.

Lloyd, Alan C.; Row, John L.; and Winger, Fred E. Typing Power Drills. 2nd ed. New York: Gregg Division of McGraw-Hill Book Co., 1965.

Nanassy, Louis C. and Krevilin, Nathan. Timed Writings for Teenagers. New York: Pitman Publishing Corporation, 1963. (Primarily for junior high schools)

Palmer, Harold O. and Agnew, Allen M. Triple-Controlled Timed Writings. Cincinnati: South-Western Publishing Co., 1970.

Rahe, Harves. Business Letters for Typing, 3rd ed. New York: Pitman Publishing Corporation, 1969.

Rowe, John L. and Etier, Faborn. Typwriting Drills for Speed and Accuracy, 3rd ed. New York: Gregg Division of McGraw-Hill Book Co., 1966.

Sass, Esther. Advanced Typing Projects. New York: Pitman Publishing Corporation, 1961.

Short Course for IBM Selectric Typewriter. International Business Machines Corp., 1918.

Thompson, James M. Typewriting Timed Writings with Selected Drills, 3rd. ed. Cincinnati: South-Western Publishing Co., 1968.

Wanous, S. J. Statistical Typing with Tabulation Problems, 2nd ed. Cincinnati: South-Western Publishing Co., 1956.

Winger, Fred E. and Weaver, David H. Gregg Tailored Timings (electric or manual editions). New York: Gregg Division of McGraw-Hill Book Co., 1971 (May be used with Gregg pacesetter.)

Wood, Merle A. and House, Clifford. Vocational Forms Typing 1-15 (text-workbook) New York: Gregg Division of McGraw-Hill Book Co., 1972.

C. Reference Manuals (in addition to dictionaries and encyclopedias)

Abbreviations for Use with ZIP Codes. United States Postal Service, Washington, D. C., 1967.

Dougherty, Margaret M.; Fitzgerald, Julia H.; and Bolander, Donald O. Instant Spelling Dictionary, 3rd ed. Mundelein, Illinois: Career Institute, 1967.

IX. RESOURCES FOR STUDENTS, Continued

Gavin, Ruth E. and Sabin, William A. Reference Manual for Stenographers and Typists, 4th ed. Gregg Division of McGraw-Hill Book Co., 1970.

Guide for Typing Term Papers and Reports, A. (11 pp.--75¢; No. T-4) Teaching Aids Incorporated, Post Office Box 3527, Long Beach, California 90803.

House, Clifford R. and Koebele, Apollonia M. Reference Manual for Office Personnel, 5th ed. Cincinnati: South-Western Publishing Co., 1970.

House, Clifford R. and Skurow, Samuel. Typewriting Style Manual. (correlated with 20th Century Typewriting, 9th ed.) Cincinnati: South-Western Publishing Co., 1968.

How to Spell It. Sperry Rand Corporation, 1340 West Flagler Street Miami, Florida, 1967.

Leslie, Louis A. 20,000 Words, 6th ed. New York: Gregg Division of McGraw-Hill Book Co., 1971.

Silverthorn, J. E. and Perry, Devern J. Word Division Manual, 2nd ed., Cincinnati: South-Western Publishing Co., 1970.

Tips to Typists. Smith-Corona, 3850 Biscayne Boulevard, Miami, Florida, 1967.

25 Typing Shortcuts. Sperry Rand Corporation, 1340 West Flagler Street, Miami, Florida, 1967.

D. Learning Activity Packages

Thirty-two Touch Typing media packages are available from Textbook Services of Dade County Public Schools (1971). The following packages are appropriate for this course.

11S-MP-26	PARTS OF LETTERS
11S-MP-27	CARBON COPIES AND SMALL ENVELOPES
11S-MP-28	PROOFREADERS' MARKS
11S-MP-29	TABULATION WITH MAIN AND SECONDARY HEADINGS
11S-MP-30	TABULATION WITH COLUMNAR HEADINGS

E. Videotapes

Videotapes (one-half hour each) correlated with the above learning packages are available from the Department of Media Services, Dade County Public Schools (1971).

F. Audiotapes (reel-to-reel and cassette) and Records

Classroom teachers should prepare additional tapes to assist individual students.

IX. RESOURCES FOR STUDENTS, Continued

Both South-Western Publishing Company and Gregg Division of McGraw-Hill Book Company have sets of audiotapes that are correlated with their textbooks. Refer to their catalogs.

Class National Publishers, Inc., has 74 tapes that teach the entire first year of typewriting (148 lessons); 5-inch reels or cassettes. Stock #116700, $662.30; 3825 Bunker Hill Road, Brentwood, Maryland 20722.

Musical Typing Records (swing arrangements), 20 to 50 wpm; four 45-rpm records, $4.60 (Set 99). Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

Records for Gregg Typing, 191 Series--Keyboard Drills and Exercises. Boxes 1-4 (each has 5 records), $24 each; complete set with filmstrip guide, $86.50. New York: Gregg Division of McGraw-Hill Book Co.

Rhythm Set, 16-60 Series; 33 1/3 rpm. Set 1 (6 records), $28; Set 2 (6 records), $28; complete set, $51. New York: Gregg Division of McGraw-Hill Book Co.

Typing Improvement Tapes (reels or cassettes). Ten 15-minute lessons for teachers or advanced students. Set No. T-47, $22.50. Tape 2--Improving Typing Technique, and Plan Your Work; tape 3--Work Your Plan, Parts I and II; tape 4--Tricks of Typing, and Stencil Cutting; tape 5--Correcting Mistakes, and Typewriter Care. Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

Wood, Merle. Tapes for Timed Writings. Instructions and intervals are recorded. Each tape is $10 or complete set, $40. Western Tape, Box 69, 2273 Old Middlefield Way, Mountain View, CA 94040.

Tape 1--36 one-minute timings
Tape 2--22 two-minute timings
Tape 3--16 three-minute timings
Tape 4--10 five-minute timings
Tape 5--1, 2, and 3-minute timings

X. RESOURCES FOR TEACHERS

A. Books

Teacher's editions, manuals, test booklets, and/or solutions for most of the books listed in Student Resources are available from the publishers.

Crawford, Thomas James. The Effect of Emphasizing Production Typewriting Contrasted with Speed Typewriting in Developing Production Typewriting Ability. Monograph 97. Cincinnati: South-Western Publishing Co., 1960.

X. RESOURCES FOR TEACHERS, Continued

Douglas, Lloyd V.; Blanford, James T.; and Anderson, Ruth I. Teaching Business Subjects, 5th ed. Englewood Cliffs: Prentice-Hall, Inc., 1958.

Eddings, Claire Neff. Secretary's Complete Model Letter Handbook. Englewood Cliffs: Prentice-Hall, Inc., 1965.

Guide to Business Education in Florida Schools, A--Bulletin 72. Tallahassee: State Department of Education, 1967.

Krevolin, Nathan. Art Typing, revised ed. New York: Pitman Publishing Corporation, 1965.

Lamb, Marion M. Your First Year of Teaching Typewriting, 2nd ed. Cincinnati: South-Western Publishing Co., 1959.

Liguori, Frank E. Basic Typewriting Operations--Principles and Problems. Cincinnati: South-Western Publishing Co., 1965.

Robinson, Jerry W. Practices and Preferences in Teaching Typewriting. Cincinnati: South-Western Publishing Co., 1969.

Russon, Allien R. and Wanous, S. J. Philosophy and Psychology of Teaching Typewriting, 2nd ed. Cincinnati: South-Western Publishing Co., 1972.

West, Leonard J. Acquisition of Typewriting Skills. New York: Pitman Publishing Co., 1969.

White, Jane F. and Shank, Bruce C. Teaching Typewriting. Portland: J. Weston Walch, 1964.

B. Periodicals

Balance Sheet, The. Cincinnati: South-Western Publishing Co., Monthly, October through May.

Business Education Forum. Washington, D. C.: National Business Education Association. Published monthly.

Business Education World. New York: Gregg Division of McGraw-Hill Book Co. Five publishings each school year.

Journal of Business Education. East Stroudsburg, Pa.: Robert C. Trethaway. Monthly, October through May.

Typewriting News. Cincinnati: South-Western Publishing Co. Semi-annual.

X. RESOURCES FOR TEACHERS, Continued

C. Learning Activity Packages

A teacher package with cues, evaluating instruments, and solutions to accompany the student packages is available from Textbook Services, Dade County Public Schools.

D. Tests

Commercially prepared tests correlated with textbooks are available from most publishers.

Mulkerne, Donald and Andrews, Margaret E. Civil Service Tests for Typists. New York: Gregg Division of McGraw-Hill Book Company, 1969.

Smith-Corona, Inc., 701 East Washington Street, Syracuse, NY 13201, has tests on the Parts of Business Letters and Syllabication.

Typewriting Speed Tests Booklet. (20 five-minute timed writings) (40¢) New York: Gregg Division of McGraw-Hill Book Co.

Typewriting Tests. Two sets (W-1 and W-2) of 12 timed writings each (30 copies of each writing). Average syllabic intensity is 1.5--from easy to difficult. Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803.

Typing Production Test Booklets. (20 tests; 40¢). New York: Gregg Division of McGraw-Hill Book Company.

E. Transparencies

Gregg Typing Transparency Library (requires Flipatran viewer stage--$7.25), Total, $373. New York: Gregg Division of McGraw-Hill Book Co.

Volume 3, Tabulations	$ 57.50
Volume 4, Forms	57.50
Volume 6, Correspondence (2 books)	105.00

Transparencies. Machine Manipulation (25 visuals), and Special Applications (25 visuals), with plastic adapter and teacher's manual. Cincinnati: South-Western Publishing Co. (Split-stick mounted, $153.75; spring mounted with wall racks, $275.)

Western Publishing Educational Services, 1220 Mound Avenue, Racine, WI 53404, has an assortment of typewriting transparencies including the following:

J8-779 through J8-788--Various types of letters with overlays

J8-789 through J8-791--Types of punctuation in letters, with overlays

J8-793 and J8-794--Folding for large and small envelopes, with overlays

J8-796 through J8-817--Business forms, tabulations, and manuscripts, with overlays

X. RESOURCES FOR TEACHERS, Continued

F. Charts and Posters

Business Teachers Guide, Poster Visual Aids, Dept. W., P. O. Box 114, Conway, NC 03818:
- Typing Do's and Duds
- Typing Habits, Ugh!
- Personality, Ugh!

Eraser Company, Inc., 701 East Washington Street, Syracuse, NY 10013, has a bulletin board chart on all types of envelopes.

Picture Posters and Wall Charts for Gregg Typing. New York: Gregg Division of McGraw-Hill Book Co.
- Combination wall chart and projection screen ($24.50)
- Letter-style series--6 posters ($24.50)
- Personal-Use Series--6 posters ($24.50)

Teaching Aids Incorporated, Post Office Box 3527, Long Beach, CA 90803. Two-color charts:
- Set No. T-1, $20, 5 letter style charts, 25 by 38 inches; includes folding of letter and typing of envelope
- Set No. T-2, $15, 5 behavior-pattern cartoons, 19 by 25 inches
- Set No. T-4, $15, 5 techinque cartoons, 19 by 25 inches
- Set No. T-5, $12, 2 manuscript guide charts, 19 by 50 inches; title page, table of contents, 3-page manuscript with footnotes, bibliography.
- Set No. T-6, $6, one hand-position chart, 25 by 38 inches; several sketches
- Set No. T-8, $5, IBM Selectric keyboard with simulated keypunch, 25 by 38 inches (can be adapted for any electric keyboard)

Typewriting Keyboard Chart. Cincinnati: South-Western Publishing Co. ($12.75)

G. Films and Filmstrips

Gregg Division of McGraw-Hill Book Co.:
- Filmstrips for Gregg Typing (EDL) by Reiter and Lloyd--
  - Manual Typewriter Skill Development Set, $35
  - Electric Typewriter Skill Development Set, $35
- EDL Typing Keyboard Introduction, $35
- EDL Typing Skill Development, $87

Gregg Typewriting Series
- Set No. 2, set of 8 filmstrips and 4 records, $112: Basic Tabulation Typing, Basic Manuscript Typing, Basic Letter Typing--Parts 1 and 2, Basic Forms Typing, Basic Display Typing (Principles and Patterns, Methods and Shortcuts--Parts 1 and 2).

From: School Equipment Distributors, 319 Monroe Street, Montgomery, AL 36104.

X. RESOURCES FOR TEACHERS, Continued

IBM Selectric, The. 16 mm, 8 min., color, sound. Instructional Materials Catalog, Dade County Schools, No. 1-05496.

Right at the Typewriter. 16 mm. 24 minutes, black/white, sound. Instructional Materials Catalog, Dade County Schools, No. 1-31383.

Right Touch. 16 mm, 18 minutes, color, sound. Instructional Materials Catalog, Dade County Schools, No. 1-13131.

Sterling Educational Films, Inc., 241 East 34 Street, New York, New York 10016, has:
Remedial Typing, 16 mm, 11 minutes, 1968.
Typing Techniques (1), 16 mm, 12 minutes, color, 1968. Includes use of electric typewriter, space bar and tab bar, setting margins, the bell, and other manipulative parts; numbers.

H. Bulletin Boards

Bulletin Board Ideas--Typewriting (1961) and Bulletin Board Ideas for Business Classes, 1965 (also through 1970) Supplement. Delta Pi Epsilon, University of Northern Colorado, Greeley, Colorado. ($1.50 each)

Dewar, Thadys J. and White, Jane F. 200 Visual Teaching Ideas, Portland: J. Weston Walch, 1961.

I. Other Aids

Artistic Typing Headquarters, 4006 Carlisle Avenue, Baltimore, MD 21216, has Typewriter Mystery Games, Art Typing, and Deal-a-Grade.

Proofreading Exercises. Holyoke, Massachusetts: National Blank Book Company.

Proofreading Exercises. New York: Lever Brothers Company

Teaching-learning aids that are available from South-Western Publishing Company and Gregg Division of McGraw-Hill Book Company:

Certificates of credit and proficiency
Award pins and charms
Progress charts
Rolls of honor

APPENDIX

SAMPLE TEST--SPECIAL BUSINESS COMMUNICATIONS

Problem 1: Interoffice Memorandum
Instructions: 1 cc; SS; use form provided by instructor

To: Ronald Garland, Director, Research and Development; Date: (current); File: MO-242811; From: Reed Connor, President; Subject: Purchase Orders. (P) When completing a purchase order, we suggest that your department follow the steps set forth in the company procedures manual. This should eliminate the problems that have been encountered when the Purchasing Department fills your requests. (P) Please ask your staff to submit a typewritten form giving the exact catalog number and description listed. If anyone prefers a particular company, be sure to give this company's name. By following this procedure the Purchasing Department can handle your requests much faster and more efficiently. (P) If any members of your staff need a copy of the latest procedures manual, please have your secretary obtain a quantity from the Administrative Services Department. (xx)

Problem 2: Full Rate Telegram
Instructions: 1 cc; SS; charge sender; use form provided; fill in information in printed heading; use current year

Reno, Nevada, March 2, 19--; Capital Printing Company, 1566 Santa Clara Street, Detriot, MI (P) Please submit final bid for the printing of our Contract Order No. 2487. It is imperative that we have your bid within ten days. Your bid must be written according to the specifications outlined in our letter of February 15. Phil M. Oswalk, Purchasing Agent, Gambol Metal Works, Inc. (xx) 209 Cheney Street

Problem 3: Full Rate Telefax
Instructions: 1 cc; SS; use form provided

Call letters: FOR FT; Charge to: Volcan Steel Company, Toledo, Ohio; (current date); Wolf Office Equipment, Inc., 456 Arbor Trail, Ann Arbor, Michigan. (P) Please state time of earliest shipment of 42 typewriters of your well-known brand at bid price you submitted; shipment is for delivery to our Stores Department, 7001 S. W. Fourth Street, Miami.

Problem 4: Letter of Confirmation
Instructions: Block, mixed; 1 cc; envelope; use stationery provided, and current year

April 17, 19--; Mr. Richard G. Figro, Executive Vice-President, Holt-Reed Manufacturers, Inc., 4433 Hickman Road, Des Moines, IA 40610. Dear Mr. Figro (P) This confirms our purchase of 25 collators for use in the new Cutler Ridge office. According to your specifications, 12 of the 25 will be 20-page collators; and the remaining 13 will be 10-page collators. (P) As you indicated, we shall expect delivery no later than July 1. Our Cedar Rapids office opens for business on that date. (P) We assume that you have made arrangements for one of your engineers to direct the installation of these machines. Please let us know by return mail if such arrangements have been made. You may use the enclosed pre-addressed postal

card. (P) Thank you for your assistance in selecting the collators to meet our needs. Cordially yours, Leonard G. Vera, Director (xx) Enclosure

Problem 5: Business-Reply Message
Instructions: 1 cc; SS; use forms provided by instructor

To: James H. Casey, Sales Manager, Eppley Center; Date: (current) (P) It has come to my attention that your department is understaffed as far as clerks are concerned. (P) If this is the case, will you please let me know how many clerks you need. (P) We will then meet to determine how we will recruit them. Richard Mays, President

Reply to message sent to Richard Mays, President; Date: (current) (P) As of this month we are short five clerks. (P) Two of the five clerk positions were never filled at the beginning of last month, and three girls left at the beginning of this month. (P) I hope we can meet this week to solve this urgent matter. James H. Casey

NOTE: The teacher must construct and duplicate necessary forms, using examples given in textbooks and workbooks. Enough time should be allowed so that all students could complete all problems.

SAMPLE TEST--TYPING ADDRESSES ON INDEX CARDS

Type an address card, provided by your instructor, for each new CYC member listed below. After typing all the cards, arrange them in alphabetic order by surnames. If two surnames are identical, arrange the two cards according to the first names. Supply the correct state ZIP abbreviations using the list provided.

Mrs. Shirley Gall
625 Covert Run Pike
Belleview, Kentucky 42011

Mr. Henton Farley
212 West Main Street
Benton, Kentucky 42025

Mrs. Barbara Fries
28 Wallace Avenue
Florence, New York 40142

Miss Virginia L. Lunt
190 West 49 Street
Hialeah, Florida 33183

Mr. Same Kosofsky
601 Park Avenue
Mariemont, Ohio 45227

Mr. T. F. Levan
26 Utz Drive
Madeira, Pennsylvania 45232

Mr. and Mrs. Herbert Hill
P. O. Box 225
Lady Lake, Florida 32659

Mr. Alan Koch
389 Red Bud Place
Terrace Park, Ohio 45174

Mrs. Alma Jean Foster
3486 Walton Creek Road
Paducah, Kentucky 42867

Mr. Richard Grayson
Overlook Apartments, #23
Cincinnati, Ohio 45227

SAMPLE TEST--EMPLOYMENT APPLICATIONS

A. Letter of Application: Compose at the typewriter a letter of application for one of the following positions in a business office: Clerk-Typist, Stenographer, Secretary, Bookkeeper. Use your home address for the return address and the current date. Use the letter style you prefer. Address the letter to Mr. Jon H. Block, Director of Personnel, L. Strauss and Company, 107 East Washington Street, Indianapolis, IN 42045

B. Personal Data Sheet: Compose at the typewriter a data sheet to enclose with your letter of application. Arrange the material on the data sheet in good form.

C. After you have composed both of the employment forms, make any needed pencil corrections; then retype both in good form. Address an envelope for your letter and data sheet.

NOTE: The teacher must supply an envelope. Enough time should be allowed so that all students can complete all problems.

SAMPLE TEST--STATISTICAL TYPING

Problem 1: Interoffice Memorandum with Tabulation

Instructions: 6 spaces between columns of tabulation; SS; 1 cc: COMPANY MAIL envelope; use forms provided

To John McBride, Personnel Director; date: June 1, 19--; File: TT-543. From Keith English, Office Manager; Subject: Staff Promotions (P) As you recall, we recently reviewed staff promotions with members of your department. The following staff members will be promoted effective July 1 to the position and salary grade indicated:

Name	Position	Salary Grade
Robert Notestine	Accountant	AS-7
John White	Office Manager	AS-9
Gloria Smithy	Secretary	AS-5
Jean Best	Clerk Typist	AS-3
Marie Turner	Secretary	AS-8

(P) Please make the necessary changes in each personnel record affected. (P) On July 15 these staff members will receive correspondence announcing their promotion and new salary grade. (xx)

Problem 2: Letter with Tabulation

Instructions: Modified block with 5-space paragraph indentions; SS tabulation; 2 spaces between columns; mixed punctuation; 1 cc

March 31, 19--; Mrs. Bess Meyerson, Sales Manager, Modern Office Equipment Company, 1965 South Shore Drive, Chicago, IL 32201. Dear Mrs. Meyerson: (P) Thank you for your order of March 26. All items have been shipped and should reach you shortly. These are as follows:

Quantity	Description	Unit Price	Total
16 dozen	#2 pencils--blue	.75	$11.80
14 dozen	Typewriting erasers--stick	2.10	29.40
5 reams	#20 bond paper--white	5.50	27.50
6 reams	Heavy carbon paper--black	2.50	15.00
			$83.70

(P) Please let us know if any problems occur with the shipment. (P) We appreciate your business and look forward to serving all your office supply needs. Sincerely yours, Mary A. Pearson, Sales Manager (xx)

SAMPLE TEST--STATISTICAL TYPING, Continued

Problem 3: Boxed Table

Instructions: Full sheet; 8 spaces between columns; reading position; DS body; type horizontal and vertical rulings; two-line main heading

VOCATIONAL EDUCATION IN FEDERALLY REIMBURSED CLASSES

Year	Agriculture	Trade and Industry	Home Economics
1925	93,125	429,071	154,491
1935	325,685	503,865	349,546
1945	446,778	522,933	890,464
1955	776,138	870,954	1,431,808
1965*	887,529		2,098,520

*Estimated

NOTE: The teacher must construct and duplicate necessary forms, using the examples given in textbooks and workbooks. Enough time should be allowed so that all students can complete all problems.

SAMPLE TEST--BUSINESS LETTERS

General Instructions: Letterhead stationery and envelopes are provided for your use; use the current date.

Problem 1: Block Letter with Open Punctuation

Mrs. Marshall Counts, 3021 Mansion Drive, Duluth, MN 55802. Dear Mrs. Counts (P) As a charge customer, you are one of our SPECIAL people. To show you how much we appreciate your patronage, we are offering you and our other charge customers a unique, money-saving opportunity. Through a special purchase, we can offer you a wide selection of leather casual coats at prices that can't be beaten. These casual coats come in many classic styles that will look good on you--and they won't go out of fashion. (P) Won't you come in next week and see these coats? You will find that they are not only stylish but also practical for driving, shopping, and all your leisure activities. They never need costly dry cleaning--dirt and stains come clean with a damp cloth and a little mild detergent. (P) Remember, this offer is for our charge customers ONLY. This opportunity will NOT be offered to the general public. Just show this letter to a sales clerk, and she will give you an exclusive showing. We have only a limited number of these coats, so please don't take a chance by waiting too long. Sincerely yours, J. N. Ray, Sales Manager

Problem 2: Modified Block Letter with Mixed Punctuation

Mrs. A. Z. Farley, 1975 Chestnut Street, Minneapolis, MN 55203.
Dear Mrs. Farley (P) If we could only make this letter smile, you would see the paper crinkle from corner to corner. That would show you how happy we were to receive your order which arrived today. Our records show that this is the second order you have sent us in recent months--an indication, we hope, that you are satisfied with our merchandise. Thank you very much, Mrs. Farley. (P) There will be a slight delay in filling your order for the personalized stationery. This has been an extremely popular item; and, at the moment, it is out of stock. We will send promptly the remaining items you ordered and will ship the stationery as soon as it is received from our print shop--probably within a week or ten days. (P) A copy of our latest catalog will be mailed to you within the next few days. We hope that you will find many items of interest in it so that we may have the pleasure of serving you again very soon. Sincerely yours, C. Josepto, Sales Manager

SAMPLE TEST--BUSINESS LETTERS, Continued

Problem 3: Modified Block Letter with Mixed Punctuation and Indented Paragraphs

Mr. Thomas Atwood, 3385 Great Avenue, Macon, GA 23098. Dear Mr. Atwood (P) Thank you very much for taking the time to write us about the difficulty you are having with the Argo Power Mower you purchased at our store last month. We take great pride in our reputation for high-quality merchandise; reports such as yours help us maintain that reputation. (P) You may recall that the Argo Power Mower you purchased was one of several floor models we had on special sale. The mowers were sold "as is" at greatly reduced prices with the understanding that there would be no warranty or guarantee on our part. However, in view of the difficulties you described, we have contacted the local representative of the Argo Power Mower Company. He has agreed to inspect your mower within the next few days to determine what adjustments can be made. (P) We regret very much the inconvenience you have experienced. We value your patronage very much and hope that the Argo Company will resolve your difficulties to your complete satisfaction. If they do not do so, please let me know immediately. Sincerely yours, John M. Gustafson, Director of Customer Relations

NOTE: The teacher must duplicate or provide letterhead stationery and envelopes. Enough time should be allowed so that all students can complete all problems.

SAMPLE TEST--SPECIAL BUSINESS FORMS

Problem 1: Purchase Order
Instructions: 2 cc's; SS body; use form provided

To: Miller Electrical Supply Company
321 West Elmont Street
Cleveland, OH 44109

Order No. 58901-D
Date November 15, 19--
Terms Net 30 days
Ship Via Buckeye Transit

Quantity	Cat. No.	Description	Price
10 doz.	FB-41253	120-v, 20 amp, fuseless 2-circuit breakers	$228.00 120.00
8 ea.	AL-198763	Single-circuit auto lighting device	56.95
850 ft.	DC-48596	1/2 in. galvanized steel conduit	59.85
3 coils	IW-17896	2-wire, #14 electrical cable	9.00
60 ea.	CF-44536	30-amp, cartridge fuses, brass ends	36.20
4 ctns.	DL-38976	Florescent lamps	22.00
12 rolls	DF-00967	3/4 in. x 66 ft. electrical tape	$532.00

Problem 2: Bill of Lading
Instructions: 2 cc's; use form provided

Shipper's No. X-10952, Carrier Monarch Transport Company; from Tri-State Steel Products Company; date, April 17, 19--; at Huntington, WV 25700; consigned to Hayes Construction Company; destination, 312 West Main Street, Columbus, OH 43200;

Packages	Description	Weight
11	1 1/4-inch galvanized steel pipe	24,291#
13	Automatic baler tie wire	12,642#
9	3/8-in. x 6 machine bolts (steel)	685#
7	1/2-in. x 36 treaded steel rods	370#
10	3/16-in. x 1 1/2 flat head bolts	135#
23	6 x 12 -- 2/4 welded wire mesh	8,165#

Shipper: Tri-State Steel Products Company
Permanent address of shipper: 2095 West Auburn Street, Huntington, WV 25700

SAMPLE TEST--SPECIAL BUSINESS FORMS

Problem 3: Invoice
Instructions: 2 cc's; SS body; use form provided and current year

Date, November 25, 19--; Our Order No. A-498576; Customer Order No. OL2237; Terms, Net 30 days; Sold to Hayes Construction Company, 705 Jefferson Avenue, Louisville, KY 43218; Shipped via Monarch Transport Company

Quantity	Description	Unit Price	Total
16 ft.	1 1/2-in. galvanized steel pipe	.27	$ 4.32
550 ft.	3/4-in. butt-weld std. pipe	.24	132.00
10 sets	6 pc. masonry drills	7.40	74.00
			$210.32

NOTE: The teacher must construct and duplicate necessary forms, using the examples given in textbooks and workbooks. Enough time should be allowed so that all students can complete all problems.